# Executing Internal Communication

Communication is key for a successful Energy Conservation Program, so we have created a template to assist in announcing your new program. Please customize the template to suit your needs.

**Communication Template: President to All Staff – First Energy Program Update**

*Distribute four to six months into the program*

Through our energy conservation partnership with Cenergistic, we are making excellent progress towards our goals of being even better stewards of taxpayer resources, improving building comfort for staff and students and creating a more sustainable, greener campus.

Thanks to your support with our Energy Program, [Organization] recovered more than $\_\_\_ in planned utility expenses and reduced energy consumption by \_\_\_ percent since [Month Year]. These results put us on a great trajectory to hit our goal of recapturing $\_\_\_ in utility expenses by [Year].

Together we’re also making a difference for the environment by reducing greenhouse gas emissions:

* Carbon sequestered equal to \_\_\_\_ trees grown for 10 years
* Carbon Dioxide reduced equal to \_\_\_\_ home’s energy used for a year
* Greenhouse gas **\_\_\_\_** tons of recycled waste
* Greenhouse gas equal to \_\_\_\_ miles driven by the average car

Ultimately, the success of our Energy Program will enable us to redirect planned utility expenditures to where they are needed most.

Conserving energy, saving money and creating a more sustainable future for all is a team effort. Thank you for doing your part to make a difference for this very important program.

Our campus will receive regular updates on the progress of our Energy Program in the weeks and months ahead. We plan to keep you regularly updated on Program news and results as well.

Thank you again for your support of our Energy Program.